

ROUTING AND RECORD SHEET

Subj.

SUBJECT: (Optional)

Briefing for Executive Interchange Program

FROM:

ADTR
1026, C of C

EXTENSION

3245

NO.

DTR-7132

DATE

22 FEB 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDS
7D-18, Hqrs.
2. Executive Director-Comptroller
7E-12 Hqs.
3. Assistant Deputy Director
for Support
7D-18 Hqs.
4. Acting Director of Training
1026 C of C Bldg.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

1 to 2

Bill:

This is OTR's suggestion for the Executive Interchange Program. The panel-type presentation is usually very effective with this kind of audience. Therefore, I recommend your approval.

25X1A

Robert S. Wattles
Assistant Deputy Director
for Support

25X1A

APPROVED:

W. E. Colby
Executive Director-Comptroller

① DDs to nominate their reps
② I spoke to Mr. McCullen on the phone & welcomed him but gave him little hope on sending a man for receiving one into CIA. I thought we would continue to consider it though.

22 February 1972

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Briefing for Executive Interchange Program

REFERENCE : Memo dtd 3 Feb 72 to DD/S fm ExDir-Compt, same subject; memo dtd 16 Feb 72 to ExDir-Compt fm ADDS, same subject; memo dtd 16 Feb 72 to ADTR fm ADDS, same subject

1. Herewith are a suggested schedule and a few other ideas on procedures for the visit of the young officers of the Executive Interchange Program.

2. The general Brookings format probably would be quite suitable for this group, e.g. a 30-40 minute presentation by Mr. Colby, followed by a panel-type question and answer period. The panelists should be senior enough so they could answer a broad range of questions about their operations and activities. Although this is a junior executive group, their questions are likely to be just as incisive and penetrating as they sometimes are at the Brookings affairs. The office head or special assistant level would seem most appropriate. For example:

DDS	Jack Blake
DDI	Dick Lehman
DDP	
DDS&T	Dave Brandwein

25X1A

A good choice for a fifth panelist would be Chuck Briggs, who could discuss planning, programming, management, computers, etc. As soon as Mr. Colby approves the suggested schedule, we shall contact the speakers and begin making the necessary administrative arrangements.

3. Using this format a late afternoon schedule might look something like this:

1445	-	Arrival and Coffee in USIB Conference Room
1500-1530	-	Opening Briefing by Mr. Colby
1530-1645	-	Question and Answer Period

This would allow the visitors to leave a little ahead of the 1700 rush.

4. As to dates, the latter part of March would be most suitable in terms of OTR's other commitments. Subject to the approval and availability of Mr. Colby, of course, we should like to suggest Tuesday, 28 March.


Acting Director of Training

25X1A

Distribution:

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